



# **INDIANA DEPARTMENT OF CHILD SERVICES**

## **Request for Proposal**

### **Solicitation For: Indiana Youth Advisory Board**

**Response Due Date: February 3, 2020**

Indiana Department of Child Services  
Services Division  
302 W. Washington St., Room E306  
Indianapolis, Indiana 46204

## RFP OUTLINE

The outline of this RFP document is described below:

<b>Section</b>	<b>Description</b>
Section 1 – General Information and Requested Indiana Youth Advisory Board Services	This section provides an overview of the RFP, definitions, general timelines for the process, and a summary of the Indiana Youth Advisory Board Services being solicited by the Indiana Department of Child Services via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Provider Narrative, Service Narrative, and a Budget
Section 3 – Proposal Evaluation Criteria	This sections discusses the evaluation criteria to be used to evaluate respondents' proposals
Section 4 – RFP Attachments	This section provides a listing with each attachment identified within the RFP including the attachment letter or number, name of attachment, and description of the attachment.

**SECTION ONE**  
**GENERAL INFORMATION AND REQUESTED**  
**INDIANA YOUTH ADVISORY BOARD SERVICES**

1.1 INTRODUCTION

The Indiana Department of Child Services (DCS) requires a vendor to support and accommodate regional and a statewide Indiana Youth Advisory Board (IYAB) comprised of current and former foster youth, age 14 – 23 (youth receiving Education and Training Vouchers (ETV) may participate until age 23. YAB meetings will be held across the State to ensure inclusion of all eligible youth who want to participate. The statewide advisory board will be comprised of regional youth board members. Youth from each regional YAB shall be selected to participate at the statewide YAB conference. Youth will participate, educate, advocate, and form youth- adult partnerships to promote the influence of youth voice in the Indiana foster care system.

The regions and included counties are listed below. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the DCS website <https://www.in.gov/dcs/3151.htm> for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

Region 1: Lake

Region 2: Benton, Jasper, LaPorte, Newton, Porter, Pulaski, Starke.

Region 3: Elkhart, Kosciusko, Marshall, St. Joseph.

Region 4: Allen, DeKalb, LaGrange, Noble, Steuben, Whitley.

Region 5: Carroll, Clinton, Fountain, Tippecanoe, Warren, White,

Region 6: Cass, Fulton, Howard, Huntington, Miami, Wabash.

Region 7: Adams, Blackford, Delaware, Grant, Jay, Randolph, Wells.

Region 8: Clay, Parke, Sullivan, Vermillion, Vigo.

Region 9: Montgomery, Putnam, Hendricks, Boone, Morgan.

Region 10: Marion

Region 11: Hamilton, Tipton, Madison, Hancock.

Region 12: Fayette, Franklin, Henry, Rush, Union, Wayne.

Region 13: Brown, Greene, Lawrence, Monroe, Owen.

Region 14: Bartholomew, Jackson, Jennings, Johnson, Shelby.

Region 15: Dearborn, Decatur, Jefferson, Ripley, Ohio, Switzerland.

Region 16: Gibson, Knox, Pike, Posey, Vanderburgh, Warrick.

Region 17: Crawford, Daviess, Dubois, Martin, Orange, Perry, Spencer.

Region 18: Clark, Floyd, Harrison, Scott, Washington.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Award	Indiana Department of Child Services' summary to the agency being
Recommendation	supported, typically in letter format, of the solicitation and suggestion on respondent selection for the purposes of beginning contract negotiations.

IAC	Indiana Administrative Code
IC	Indiana Code
Contract Award	The acceptance of IDOA's Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation.
VSC	Valuable Scope Contribution – A business function that supports the scope of this solicitation
Full Time Equivalent (FTE)	The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this RFP for a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE
Implementation	The successful implementation of Indiana Youth Advisory Board at the Indiana Government Center as specified in the contract resulting from this RFP
Installation	The delivery and physical setup of products or services requested in this RFP
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: 1) The judicial branch 2) The legislative branch 3) A political subdivision (includes towns, cities, local governments, etc.) 4) A State educational institution
Products	Tangible goods or manufactured items as specified in this RFP
Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the respondent who will be ultimately responsible for performance of the contract
Services	Work to be performed as specified in this RFP
State	The State of Indiana

State Agency	As defined in IC 4-13-1, “State Agency” means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of State government
Total Bid Amount	The amount that the respondent proposes on <b>Attachment B</b> that represents their total, all-inclusive price.
Vendor	Any entity or person who does business with the State and is registered as same.

### 1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select a vendor that can satisfy the State’s need for a statewide Indiana Youth Advisory Board. It is the intent of DCS to contract with a vendor that provides quality provision of facilitation and coordination of IYAB meetings, activities, and events on the local, state, and national level that will increase leadership skills, formalize youth adult partnerships, promote youth voice, build social capital, and support relational permanency. This includes servicing youth across the State of Indiana hosting five super regions and a statewide executive IYAB team. The super regions are as follows:

- Northeast: DCS regions 4 & 6
- Northwest: DCS regions 1, 2, 3, 5
- North Central: DCS regions 7 & 11
- Central: DCS regions 8,9,10,12,13
- Southern DCS region 14, 15, 16, 17, 18
- Indiana Youth Advisory Board Conference

The vendor will assist the IYAB member’s in leadership development, strategic planning, and coordination of events / activities while increasing capacity through recruitment and retention. The vendor will assist the IYAB member’s with developing a plan for each super region as well as a state plan to enhance the well-being of foster youth aging out of care through authentic youth engagement. The vendor will be responsible for assisting the executive IYAB member’s in planning a statewide IYAB conference.

### 1.4 SERVICE STANDARDS

The Respondents are expected to propose in accordance with the DCS Chafee Indiana Youth Advisory Board Service Standards (**Attachment A**). Please be sure the program and budget are outlined in detail in the Service Narrative (**Attachment D**) and Budget Template (**Attachment B**).

### 1.5 SUMMARY SCOPE OF WORK

DCS is currently required under John H. Chafee Foster Care Program for Successful Transition to Adulthood to ensure youth participate in leadership activities that promote youth development and

engagement directly designing their own program activities. In order to meet the federal requirement DCS has chosen to contract with a vendor that has the ability to facilitate and coordinate activities in the local, state and national level in a manner that is consistent with the Indiana Youth Advisory Board Service Standards (**Attachment A**) and research pertaining to Older Youth in Foster Care (**Attachment K**). These services standards include but are not limited to the service description, eligibility requirements, and administration of the program, goals and outcome measures, and qualification of staff, documentation requirements as well as program reporting and evaluation. The vendor will schedule regional meetings to ensure inclusion of all eligible youth and host a statewide executive IYAB comprised of selected regional board members. The vendor will assist the statewide executive IYAB members in planning an annual statewide IYAB conference. The vendor will ensure youth participate in leadership activities that promote youth development and engagement while leveraging additional funding committed to the IYAB program.

An adult facilitator is responsible for the daily function of IYAB through:

- a. assisting the boards with their strategic plan / agenda;
- b. scheduling and locating meeting sites;
- c. co-development / planning of events, activities and conferences;
- d. promote advocacy on the local, state, and national level;
- e. build capacity for leadership opportunities;
- f. facilitate public speaking skills training; and
- g. monitoring outcomes and progress of the youth board and members.

#### 1.6 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at the date, time and location specified in **Section 1.24** Summary of Milestones. At this conference, potential respondents may ask questions about the RFP and the RFP process. Respondents are reminded that no answers issued verbally at the conference are binding on the State and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.

#### 1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of 3:00 p.m. Eastern Time on December 13, 2019. Questions/Inquiries may be submitted in **Attachment L**, Q&A Template, via email to DCS Older Youth Questions OlderYouthQuestions@dcs.IN.gov and must be received by the time and date indicated above. The subject line of the email submissions must clearly state the following: “**RFP Indiana Youth Advisory Board Questions/Inquiries – [INSERT COMPANY NAME]**”.

Following the question/inquiry due date, the Older Youth Initiatives personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the Current Request for Proposals website: <https://www.in.gov/dcs/3151.htm> according to the RFP timetable established in Section 1.20. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the Request for Proposals website: <https://www.in.gov/dcs/3151.htm> will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of the Indiana Department of Child Services or any other participating agency. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Current Request for Proposals website: <https://www.in.gov/dcs/3151.htm>. If such addenda issuance is necessary, the Services Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

## 1.8 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the Older Youth Initiatives Manager – Services Division no later than the date and time outlined in Section 1.24 Summary of Milestones. Each Respondent must submit **one original CD-ROM / USB Thumb Drive (marked "Original")** and One (1) complete copies **on CD-ROM / USB Thumb Drive** of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. The **original** CD-ROM / USB Thumb Drive will be considered the official response in evaluating responses for scoring and protest resolution. Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Anisa L. Evans, MSW  
Anisa.Evan@dcs.in.gov  
Older Youth Initiatives Manager  
Indiana Department of Child Services  
Attention: Older Youth Initiatives - Services Division  
302 West Washington Street, Room E306-MS 47  
Indianapolis, IN 46204

### **If you hand-deliver solicitation responses:**

To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 10 N. Senate Avenue (East side of building). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

**If you ship or mail solicitation responses:** United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Services Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Services Division at the Indiana Department of Child Service's reception desk on or before the designated time and date. Late submissions will not be accepted. The Indiana Department of Child Services, Services Division clock is the official time for all solicitation submissions.

Regardless of delivery method, all proposal packages must be **sealed** and clearly marked with the RFP number, due date, and time due. DCS will not accept any unsealed bids. Any proposal received by the Indiana Department of Child Services, Services Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

#### 1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format consistent with the submittal of the original response, acceptable to DCS and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Services Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Services Division after the exact hour and date specified for receipt of proposals will not be considered.

#### 1.10 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to the Budget sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

#### 1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Services Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in **Attachment G**. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

#### 1.12 BEST AND FINAL OFFER

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

#### 1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

#### 1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period of 24 months, beginning July 1, 2020 and ending June 30, 2022. There may be two-year renewals for a total of 4 years at the State's option.

#### 1.15 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, may be viewed and copied by any member of the public, including news agencies and competitors. The responses are deemed to be "public records" unless a specific provision of IC 5-14-3 protects it from disclosure. Respondents claiming a statutory exception to the APRA **must indicate so in the Transmittal Letter** which specific provision applies to which specific part of the response. Confidential Information must also be clearly marked in a separate folder on any included CD-ROM / USB Thumb Drive. Please note citing "Confidential" on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance IDOA follows:

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

If the Respondent does not identify the statutory exception, the Indiana Department of Child Services, Services Division will not consider the submission confidential. The State also reserves the right to seek the opinion of the PAC for guidance if the State has doubts the cited exception is applicable.

## 1.16 TAXES

Proposals should not include any tax from which the State is exempt.

## 1.17 PROCUREMENT DIVISION REGISTRATION

In order to receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm).

## 1.18 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana  
Corporation Division  
402 West Washington Street, E018  
Indianapolis, IN 46204  
(317) 232-6576  
[www.in.gov/sos](http://www.in.gov/sos)

## 1.19 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

## 1.20 EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5, Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of minority, woman, and Indiana veteran business enterprises subcontracting opportunities on a contract awarded under this RFP. Therefore a contract goal of 8% for Minority Business Enterprises, 8% for Woman Business Enterprises, and 3% for Indiana Veteran Owned Small Businesses have been established and all respondents will be expected to comply with the regulation set forth in 25 IAC 5, Executive Order 13-04 and IC 5-22-14-3.5.

Failure to address these requirements may impact the evaluation of your proposal.

#### 1.21 MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR COMMITMENT (MWBE)

In accordance with 25 IAC 5-5, the Respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>.

If participation is met through use of respondents who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "**TOTAL BID AMOUNT**" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed subcontractors meet the following criteria:**

- Must be listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

#### **MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform

work on this contract. The MBE and/or WBE subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the **“TOTAL BID AMOUNT”** and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State’s M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women’s Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

### **MINORITY & WOMEN’S BUSINESS COMPLIANCE (MWBE)**

If awarded the contract with MWBE subcontractor participation, the Respondent is will be required to report payments made to MWBE Division subcontractors under the Contract on a monthly basis using the online audit tool, commonly referred to as “Pay Audit.” The Contractor should also notify subcontractors that they must confirm payments received from Contractor in Pay Audit. The Pay Audit system can be accessed on the IDOA website at: [www.in.gov/idoa/mwbe/payaudit.htm](http://www.in.gov/idoa/mwbe/payaudit.htm)

Further, a copy of each subcontractor agreement must be submitted to IDOA’s MWBE Division within thirty (30) days of the effective date of this Contract. The contracts may be uploaded into Pay Audit, emailed to [MWBECompliance@idoa.IN.gov](mailto:MWBECompliance@idoa.IN.gov); or mailed to MWBE Compliance 402 W. Washington Street, Indianapolis IN 46204. Failure to provide a copy of any subcontractor agreement or failure to meet these commitments could be considered a material breach of this Contract and result in sanctions per 25 IAC 5.

Any changes to this information during the term of the contract must be approved by MWBE Compliance at [MWBECompliance@idoa.IN.gov](mailto:MWBECompliance@idoa.IN.gov).

#### **1.22 INDIANA VETERAN OWNED SMALL BUSINESS SUBCONTRACTOR COMMITMENT (IVOSB)**

In accordance with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veteran Owned Small Business subcontracting opportunities on a contract awarded under this RFP. TheIVOSB Subcontractor Commitment Form is to be submitted alongside the Respondent’s proposal. The Form must show that they are participating in the proposed contract andIVOSB firms that meet the requirements listed at the Veteran’s Business Program website (<http://www.in.gov/idoa/2862.htm>).

If participation is met through use of respondents who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in **“TOTAL BID AMOUNT”** should match the amount entered in the Attachment D, Cost Proposal Template.

If the Respondent to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional IVOSB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB Respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSB Subcontractor Commitment Form.

**Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:**

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](#)) registry or listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date
- Prime Contractor must include with their proposal the subcontractor's veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDBU](#) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

## **INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT**

A signed letter(s), on company letterhead, from the IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the **“TOTAL BID AMOUNT”** and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the policies and processes involving the State’s IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov).

1.23 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.24 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team’s findings.

***Key RFP Dates***

<b>Activity</b>	<b>Date</b>
Issue of RFP	November 20, 2019
Pre-Proposal Conference	December 10, 2019 Conference Room 19 10:00 AM Eastern Time Indiana Government Center South
Deadline to Submit Written Questions	December 13, 2019 by 3:00 PM Eastern Time
Response to Written Questions/RFP Amendments	December 18, 2019
Submission of Proposals	<b>February 3, 2020 by 3:00 PM Eastern Time</b>
<b><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i></b>	
Proposal Evaluation	February 3, 2020 – March 30, 2020
Proposal Discussions/Clarifications (if necessary)	April 1, 2020 – April 3, 2020
Oral Presentations (if necessary)	April 1, 2020 – May 1, 2020
Best and Final Offers (if necessary)	May 1, 2020 – June 30, 2020
RFP Award Recommendation	July 1, 2020

1.26 CONFLICT OF INTEREST

Any person, firm or entity that assisted with and/or participated in the preparation of this RFP document is prohibited from submitting a proposal to this specific RFP. For the purposes of this

RFP “person” means a State officer, employee, special State appointee, or any individual or entity working with or advising the State or involved in the preparation of this RFP proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFP, a person that assisted with and/or participated in the preparation of this RFP.

#### 1.26 PROCUREMENT PROTEST POLICY

The State’s procurement protest policy can be found in the State’s [Procurement Protest Policy](#). Per the policy, there are two periods of protest allowable for the RFP:

- Specifications Protest - written letter of protest regarding inadequate, unduly restrictive, or ambiguous requirements or specifications must be received by IDOA by the close of business not less than ten (10) business days (as defined by the State work calendar) prior to the proposal due date.
- Award Recommendation Letter Protest - written letter of protest regarding the procurement methods and/or procedures used during the procurement process must be received by IDOA by the close of business within five (5) business days (as defined by the State work calendar) after the date of the Award Recommendation Letter.

Additional details as to the required content in the letter and the steps involved in a protest can be found in the [Procurement Protest Policy](#).

## SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

### 2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- **Transmittal Letter:** The transmittal letter must be in the form of a letter and address each component under Section 2.2
- **Provider Narrative:** The provider narrative template (**Attachment C**), must be organized under the specific section titles as listed below.
- **Service Narrative:** The service narrative template (**Attachment D**), must be organized under the specific section titles as listed below.
- **Budget:** The budget template must be used in response to the budget section, see **Attachment B**.
- The electronic copies of the proposal submitted via CD-ROM / USB Thumb Drive should be organized to mirror the sections below and the attachments.
- Each item, i.e. Transmittal Letter, Provider Narrative, Service Narrative, Budget template, etc., must be separate standalone electronic files on the CD-ROM / USB Thumb Drive. Please do not submit your proposal as one large file.
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM / USB Thumb Drive.

### 2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

#### 2.2.1 Agreement with Requirement listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

#### 2.2.2 Summary of Ability and Desire to Supply the Indiana Youth Advisory Board services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested IYAB services that meet the requirements defined in Section 2.4 of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested IYAB services subject to the terms and conditions set forth in the RFP including, but not limited to, the State's mandatory contract clauses.

### 2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

### 2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Indiana Older Youth Initiatives Manager, Services Division of any changes in any address that may have occurred since the origination of this solicitation. The Older Youth Initiatives, Services Division will not be held responsible for incorrect vendor/contractor/respondent addresses.

### 2.2.5 Confidential Information

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq. (see section 1.15).

Provide the following information:

- List all documents, or sections of documents, for which statutory exemption to the APRA is being claimed;
- Specify which statutory exception of APRA applies for each document, or section of the document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document or section of the document.
- Provide a separate redacted (for public release) version of the document.

### 2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

## 2.3 PROVIDER NARRATIVE

The Business Proposal must address the following topics except those specifically identified as "optional." **The Provider Narrative Template is Attachment C.**

### 2.3.1 General

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the Indiana Youth Advisory Board requested in this RFP.

### 2.3.2 Respondent's Company Structure

This section must include the legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one service, the division responsible for responding to the required RFP for the IYAB services must be described in more detail than other components of the organization.

### 2.3.3 Company Financial Information

This section must include documents to demonstrate the Respondent's financial stability. Examples of acceptable documents include: most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.

### 2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

### 2.3.5 Contract Terms/Clauses

A sample contract that the State expects to execute with the successful Respondent(s) is provided in **Attachment G**. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that

the final contract will be substantially similar to the sample contract provided in **Attachment G**.

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in this section. To reiterate it's the State's strong desire to not deviate from the contract provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation
- Governing Laws
- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract

#### 2.3.6 Registration to do Business

##### Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

##### Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and location(s) within the State that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder. Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, [aredding@idoa.in.gov](mailto:aredding@idoa.in.gov), or you may reach her by phone at (317) 234-3542.

IVOSB entities (whether a prime or subcontractor) must have a bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA.

#### 2.3.7 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

#### 2.3.8 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must

furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority, Women, or Veteran Owned Business under IC 4-13-16.5-1 and Executive Order 13-04 and IC 5-22-14-3.5. See Sections 1.21, 1.22 and Attachments A/A1 for Minority, Women, and Veteran Business information.

IVOSB entities (whether a prime or subcontractor) must have a bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA (please see section 2.3.7, Department of Administration, Procurement Division for details).

#### 2.3.9 General Information

Each Respondent must enter your company's general information including contact information.

#### 2.3.10 Experience Serving State Governments

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

#### 2.3.11 Experience Serving Similar Clients

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

#### 2.3.12 Indiana Preferences

Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent's ability to claim eligibility for Buy Indiana points. Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the

Respondent's Buy Indiana status must be finalized when the RFP response is submitted to the State.

### 2.3.13 Buy Indiana

Refer to Section 2.7 for additional information.

#### Buy Indiana

Refer to Section 2.7 for additional information.

## 2.4 SERVICE NARRATIVE

The Service Narrative must be divided into the sections as described below. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the service narrative must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the service narrative with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State. The Service Narrative is **Attachment D**.

The Service Narrative must identify and meet the service components within the Indiana Youth Advisory Board Service Standards (**See Attachment A**).

### **A. Program Registration /Referral Process**

Describe how the registration and referral process will be implemented statewide?  
Describe the registration and referral process to be utilized in the program including respondent's procedure/methods for engaging youth interested in board participation?

### **B. Practice Model**

Describe youth advisory board model to be utilized in delivering the program as well as venter's experience related to the service delivery model. The method or model utilized must be consistent with the DCS Service Principles and the Service Standards.

### **C. Youth Engagement**

Describe existing or planned practices for authentic youth engagement for youth of varying ages and development levels. Document how your agency will incorporate youth voice and youth adult partnerships in all activities, strategic planning, and decision making. Describe your plan to work with youth with disabilities.

### **D. Leadership**

Describe your agency's ability to develop and promote leadership opportunities and activities that are designed to increase the personal growth and well-being of youth. Identify activities that will increase youth empowerment and advocacy on a local, state and national level. The leadership opportunities must promote healthy risk taking and provide teachable moment.

### **E. Training and Youth Development**

Describe your agency's plan for youth training and development; address the specific needs such as meeting governance, leadership, self-advocacy, community engagement and project planning. Identify other training and youth development opportunities your agency plans to implement.

### **F. Recruitment / Retention**

Describe strategic recruitment and retention plan and process that focuses on activities, communication and utilization of IYAB members? Describe capacity to engage youth statewide?

### **G. Staffing Qualifications**

Describe your agencies plan to ensure the adult facilitator has experience working with youth and young adult at risk populations; specifically current and former foster youth? Knowledge on authentic youth engagement, experience in group work and facilitation. Include Job Descriptions for positions associated with this RFP: Indiana Youth Advisory Board.

### **H. YAB Conference**

The venue must accommodate 150 persons in a general session. If there are planned workshops the venues should accommodate breakout rooms. Describe the proposed venue that is conducive to learning and conveniently located. Provide a feasible timeline for implementing the IYAB conference and program implementation schedule. Describe IYAB conference registration utilizing technology and marketing plan to ensure statewide participation.

### **I. Leveraging**

Describe how your agency will leverage additional financial resources that will be committed to the IYAB programs, events, activities, and IYAB conference as a leveraging mechanism.

### **J. Marketing**

Describe your strategic marketing plan that focuses on the IYAB members, initiatives, and events.

## 2.5 BUDGET

### **The Budget Template is Attachment B.**

To determine the proposed cost of youth participating in the Indiana Youth Advisory Board, the Respondent's should use the IYAB Census Report (**Attachment J**). The budget and corresponding worksheet must be submitted in the original format. Any attempt to manipulate the format, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk. The Budget Template is **Attachment B**.

The IYAB contract is a cost reimbursement contract, generally not to exceed the contract amount. The contract amount for each provider and service component will be based on the service component budget submitted by the provider and approved/accepted by DCS after its review for reasonableness and allowability (See Allowable and Unallowable Costs section below).

The provider will submit monthly expense summaries in the format of the Pro Forma Budget template (**see Attachment B**) attached to the monthly invoice for each service component. DCS will reimburse each provider on a monthly basis for all allowable and reasonable expenses submitted by the provider. Actual monthly costs and expenses submitted to DCS for reimbursement must conform to the cost structure of the pro forma budget approved by DCS.

DCS will continue to reimburse actual allowable and reasonable costs for each service component until DCS's year-to-date payments equal the contract amount for that service component. Contracts will be amended and payments will be made beyond the original contract amount only if the number of service days provided by the provider for a given service component exceeds the number of service days assumed in the Pro Forma Budget for that service component and has been authorized and approved in advance by DCS.

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

### **Budget Justification**

Detailed budget instructions have been provided on **Attachment B** Explanation of Pro Forma Budget Worksheet, Pro Forma Budget Justification Worksheet, and Pro Forma Budget Summary

The provider agrees to follow generally accepted accounting procedures and practices which sufficiently and properly reflect all costs incurred by the provider in providing services for payment pursuant to this contract. The provider shall manage and account for all funds received under this contract in accordance with applicable cost principles specified in one of the following federal regulations: OMB Circular A-122 if the provider is a non-profit organization; or 48 CFR Subpart 31.2 if the provider is a for-profit or other business or commercial organization.

#### Allowable and Unallowable Costs

The U.S. Department of Health and Human Services' Child Welfare Policy Manual directs that costs must be allowable under 45 CFR Part 92 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments). 45 CFR Part 92 states that grant funds may be used only for the allowable costs of the grantees, **sub-grantees** and cost-type contractors. For each kind of organization, there is a set of Federal principles for determining allowable costs. Allowable costs will be determined in accordance with the cost principles applicable to the organization incurring the cost. For state, local, and Indian tribal governments, 45 CFR Part 92 instructs that OMB Circular A-87 should be followed. For private nonprofit organizations (other than institutions of higher education and hospitals), OMB Circular A-122 should be followed. For for-profit organizations (other than hospitals), 48 CFR Part 31 should be followed.

The U.S. Department of Health and Human Services has also stated in its Child Welfare Policy Manual that "costs must be reasonable, that is, no more than the customary costs for performing similar functions in similar institutions".

To be allowable under a Federal award, cost must meet the following general criteria as outlined in Federal OMB Circular A-122 (Cost Principles for Nonprofit Organizations):

- a. Be reasonable for the performance of the award and be allocable thereto under the principles of OMB Circular A-122.

- b. Conform to any limitations or exclusions set forth in the principles of OMB Circular A-122 or in the award as to types or amount of cost items.
- c. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization.
- d. Be accorded consistent treatment.
- e. Be accorded with generally accepted accounting principles (GAAP).
- f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
- g. Be adequately documented.

Federal OMB Circular A-122 establishes principles for determining costs of grants, contracts, and other agreements with nonprofit organizations.

According OMB Circular A-122, a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. The question of reasonableness of specific costs must be scrutinized with particular care in connection with organizations or separate divisions thereof which receive the preponderance of their support from awards made by Federal agencies. In determining the reasonableness of a given cost, OMB Circular A-122 states that consideration shall be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award.
- b. The restraints or requirements imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and State laws and regulations, and terms and conditions of the award.
- c. Whether the individuals concerned acted with prudence, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the Federal government,
- d. Significant deviations from the established practices of the organization which may unjustifiably increase the award costs.

Federal OMB Circular A-87 establishes principles and standards for determining costs of Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally recognized Indian tribal governments. By utilizing a cost reimbursement methodology for establishing payment rates, DCS must adhere to these principles to ensure that Federal matching funds are appropriately claimed.

According to OMB Circular A-87, to be allowable under Federal awards, costs must meet the following criteria:

- a. Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
- b. Be allocable to Federal awards under the provisions of this circular.
- c. Be authorized or not prohibited under State or local laws or regulations.
- d. Conform to any limitations or exclusions as set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to the types or amounts of cost items.
- e. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the government unit.
- f. Be accorded consistent treatment.

- g. Except as otherwise provided in the Circular, be determined in accordance with generally accepted accounting principles.
- h. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award.
- i. Be net of all applicable credits (e.g. purchase discounts, rebates and allowances, insurance recoveries, other Federal funding).
- j. Be adequately documented.

OMB Circular A-87 defines a reasonable cost as, if in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, OMB Circular A-87 states that consideration should be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the government unit or the performance of the award.
- b. The restraints or requirements imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and State laws and regulations, and terms and conditions of the award.
- c. Market prices for comparable goods or services.
- d. Whether the individuals concerned acted with prudence, considering their responsibilities to the government unit, its members, employees, and clients, the public at large, and the Federal government.
- e. Significant deviations from the established practices of the organization which may unjustifiably increase the award costs.

According to the Code of Federal Regulations, 48 CFR Part 31, Section 201-2, a cost is allowable only when the cost complies with all of the following requirements:

- a. Reasonableness.
- b. Allocability.
- c. Standards promulgated by the CAS Board, if applicable, otherwise, generally accepted accounting principles and practices appropriate to the circumstances.
- d. Terms of the contract.
- e. Any limitations set forth in this subpart.

When contractor or provider accounting practices are inconsistent with this section of the code, costs resulting from such inconsistent practices in excess of the amount that would have resulted from using practices consistent with this subpart are unallowable.

A contractor or provider is responsible for accounting for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles in this subpart and agency supplements. The contracting officer may disallow all or part of a claimed cost that is inadequately supported.

According to 48 CFR Part 31 Section 201-3 a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business. Reasonableness of specific costs must be examined with particular care in connection with firms or their separate divisions that may not be subject to effective competitive restraints. No

presumption of reasonableness shall be attached to the incurrence of costs by a contractor. If an initial review of the facts results in a challenge of a specific cost by the contracting officer or the contracting officer's representative, the burden of proof shall be upon the contractor to establish that such cost is reasonable.

48 CFR Part 31 Section 201-3 further states that what is reasonable depends upon a variety of considerations and circumstances, including:

- a. Whether it is the type of cost generally recognized as ordinary and necessary for the conduct of the contractor's business or the contract performance;
- b. Generally accepted sound business practices, arm's length bargaining, and Federal and State laws and regulations;
- c. The contractor's responsibilities to the Government, other customers, the owners of the business, employees, and the public at large; and
- d. Any significant deviations from the contractor's established practices.

Consistent with Federal guidelines, DCS will not pay any provider for certain unallowable expenses and costs. The unallowable costs and expenses will not be considered by the Department.

Unallowable costs and expenses must be paid with funds secured from a funding source other than the department. Following the specific language of OMB Circular A-122 and consistent with OMB Circular A-87, the following costs are unallowable:

- a. Fines and penalties resulting from violations of, or failure of the organization to comply with Federal, State, or local laws and regulations, except when incurred as a result of compliance with specific provisions a contract with the department or instructions in writing from the department.
- b. Investment management counsel and staff and similar expenses incurred solely to enhance income from investments.
- c. Costs associated with the following lobbying activities:
  - a. Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
  - b. Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
  - c. Any attempt to influence the introduction of Federal or State legislation or the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature or with any government official or employee in connection with a decision to sign or veto enrolled legislation;
  - d. Any attempt to influence the introduction of Federal or State legislation or the enactment or modification of any pending Federal or State legislation by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign, or letter writing or telephone campaign; and
  - e. Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

Excluded from the disallowances outlined above are 1) providing a technical or factual presentation of information on a topic directly related to the performance of a grant, contract, or other agreement through hearing testimony, statements or letters to the Congress or State legislature, or subdivision thereof in response to a documented request by the recipient member, legislative body, or subdivision thereof; 2) any lobbying to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement; and 3) any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

- d. Organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- e. Donations and contributions including cash, property, and services made by the organization, regardless of the recipient.
- f. Donated goods or services received by the organization, except when donated services utilized in the performance of a direct cost activity are material in amount.
- g. Bad debts including losses arising from uncollectible accounts and other claims, related collection costs, and related legal costs.
- h. Compensation and special benefits, including fringe benefits, to owners in excess of amounts reasonable for the services rendered. Compensation will be considered reasonable and allowable to the extent that it is comparable to that paid for similar work in the labor markets in which the organization competes for the kind of employees involved. OMB Circular A-87 states that compensation surveys providing data representative of the labor market involved will be an acceptable basis for evaluating reasonableness.
- i. Entertainment including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities), except those reasonable expenditures specifically for the benefit of youth placed by DCS with the provider.
- j. Alcoholic beverages.
- k. Litigation expenses and fees if the proceeding (A) relates to a violation of, or failure to comply with, a Federal, State, local, or foreign statute or regulation by the organization (including its agents and employees and (B) results in a conviction in a criminal proceeding, a determination of liability in a civil or administrative proceeding involving an allegation of fraud or similar misconduct, the imposition of a monetary penalty in any civil or administrative proceeding, termination of the contract with the department by reason of a violation or failure to comply with a law or regulation, or a disposition by consent or compromise if the action could have resulted in any of the proceeding dispositions.
- l. Mortgage and loan principal payments. Principal payments represent the return of capital component of a mortgage or loan payment. Depreciation, also a return of capital, is an allowable cost. To allow both depreciation and principal payments would result in double counting the return of capital. Interest expense, the return on capital component of a mortgage or loan payment, is an allowable cost.
- m. Contingency reserves or similar provisions made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening. However, this disallowance excludes self-insurance reserves, pension funds, and normal severance pay.

- n. Advertising and public relations except those which are solely for the recruitment of personnel, the procurement of goods or services necessary to support the program, and other specific purposes necessary to meet the requirements of the department.
- o. Housing of non-clients, Taxes from which exemptions are available to the provider directly, or which are available to the provider based on an exemption afforded by the federal government when the awarding agency makes available the necessary exemption certificates.
- p. Federal income taxes.
- q. Profit margin for any nonprofit entity. Profit margin represents the return on shareholders' equity. Unlike for profit entities, nonprofit entities do not have shareholders or capital at risk, hence it is not reasonable or appropriate to allow a profit margin. The rules do not prohibit nonprofit entities from earning a profit margin in any given year. They simply do not provide for a guaranteed profit margin to be built into the nonprofit's cost structure and payment rates. Any needed operating reserves should be collected through fundraising activities. Donations, contributions, and other private grants are not considered to be credits to be netted against a providers costs when determining net costs to be reimbursed though the payment rates.
- r. Non straight line depreciation except where clear evidence indicates that the expected consumption of the asset will be significantly greater or lesser in the early portions of its useful life than in later portions of its useful life.

The following costs and expenses will be considered by the Department to be unallowable costs and will not be considered:

- a. Salaries: Amounts exceeding the maximum allowable amount as determined by DCS.
- b. Fringe benefits (including payroll taxes): Amounts exceeding the maximum allowable fringe benefit rate (including payroll taxes) as determined by the department.
- c. Case management caseload ratios: Costs associated with case management staff in significant excess of reasonable caseload ratios as determined by the department.
- d. Total administrative costs: Administrative costs (including direct and indirect administrative costs) in excess of the maximum allowable total administrative expense rate as determined by the department.

These contracts do not include behavioral health services.

#### Audits

The provider acknowledges that it may be required to submit to an audit of funds paid through a contract awarded from this RFP. Any such audit shall be conducted in accordance with IC 5-11-1 et seq., and audit guidelines specified by the State.

DCS considers the awarded provider(s) to be a "vendor," for purposes of the awarded contract from this RFP. However, if required pursuant to the applicable provisions of the Office of Management and Budget Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), following the expiration of the awarded contract from this RFP, the provider shall arrange for a financial and compliance audit of funds provided by the State pursuant to the awarded contract from this RFP. Such audit is to be conducted by an independent public or certified public accountant (or as applicable, the Indiana State Board of Accounts), and performed in accordance

with the Indiana State Board of Accounts publication entitled "Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources," and applicable provisions of the Office of Management and Budget Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations). The provider is responsible for ensuring that the audit and any management letters are completed and forwarded to the State in accordance with the terms of this Contract. Audits conducted pursuant to this Section must be submitted no later than nine (9) months following the close of the provider's fiscal year. The provider agrees to provide the Indiana State Board of Accounts and the State an original of all financial and compliance audits. The audit shall be an audit of the actual entity, or distinct portion thereof that is the provider, and not of a parent, member, or Subsidiary Corporation of the provider, except to the extent such an expanded audit may be determined by the Indiana State Board of Accounts or the State to be in the best interests of the State. The audit shall include a statement from the Auditor that the Auditor has reviewed this Contract and that the provider is not out of compliance with the financial aspects of the awarded contract from this RFP. The provider shall permit all examinations and shall generate and maintain all documentation necessary to comply with all relevant audit requirements.

Financial Strength Indicator

DCS believes that Respondents to this RFP should be of sound financial strength. DCS is requesting that each Respondent show evidence of the Respondent's financial strength. A Respondent's financial strength will be calculated as shown below:

Based on Average Days of Working Capital Available in Cash and Cash Equivalents:

$$\frac{\text{Cash and Cash Equivalents}}{\text{Average Daily Working Capital}} = \text{Number of Days Working Capital}$$

Where:

Cash and Cash Equivalents equals: the most recently completed quarter-end sum of 1) cash; 2) marketable securities; and 3) available lines of credit for the operating agency.

Average Daily Working Capital equals: total direct and indirect expenses for entire operating agency for most recently completed four quarter period divided by 365.

Bidder must calculate their Days of Working Capital and provide:

- a) Total operating agency income statement for most recently completed four quarter period.
- b) Most recently completed quarter end balance sheet.
- c) Summary of terms and conditions of any line of credit agreement to which the operating agency is a party and available balance as of date of submission of RFP response.
- d) Most recent audited financial statements.

Supplemental Support

DCS believes that bidders to this RFP should be rewarded for their ability to provide supplemental support for their program.

Bidder will describe the degree to which existing funding for the programs being submitted within

this RFP are supplemented through external sources. These sources could include but are not limited to:

- Foundation Grants
- Government Grants (local, county, other state agencies, and/or federal)
- Donations and Contributions
- Corporate Sponsorships
- In-kind Donations
- Donated Services
- Special Event Revenue (net of expenses)
- Volunteers
- Other Community Resources

Bidder will provide a description of the supplemental supports and any documentation that provides the source and amount of any supplemental funding.

## 2.6 INDIANA ECONOMIC IMPACT

All companies desiring to do business with State Agencies must complete an “Indiana Economic Impact” form (Attachment IDOA 2). This is not a separate evaluation item scored as set forth in 3.2 but still a required form. The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the State. The amount entered in Line 16 “Total amount of this proposal, bid, or current contract” should match the amount entered in the Attachment B, Budget Template.

## 2.7 BUY INDIANA INITIATIVE/INDIANA COMPANY

It is the Respondent’s responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA, go to <http://www.in.gov/idoa/2464.htm> and click on the link to update this registration. Click the tab titled Buy Indiana. Select the appropriate category for your business. Respondents may only select one category. Certify this selection by clicking the check box next to the certification paragraph. Once this is complete, save your selection and exit your account.

Respondents that have not previously registered with IDOA must go to <http://www.in.gov/idoa/2464.htm> and click on the link to register. During the registration process, follow the steps outlined in the paragraph above to certify your business’ status. The registration process should be complete at the time of proposal submission.

**Additionally, Respondents that wish to claim the Buy Indiana preference (for any criteria listed below) must have an email confirmation of their Buy Indiana status provided by buyindianainvest@idoa.in.gov included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date.**

Respondents must also fully complete the Indiana Economic Impact form (Attachment C) and include it with their proposal response.

**Defining an Indiana Business:**

“Indiana business” refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.
- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

**Substantial Capital Investment:**

Any company that can demonstrate a minimum capital investment in Indiana of \$5 million or more in plant and/or equipment or annual lease payments in Indiana of \$2.5 million or more shall qualify as an Indiana business under I.C.5-22-15-20.5 (b)(4).

**Substantial Indiana Economic Impact:**

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under I.C. 5-22-15-20.5 (b)(5).

**SECTION THREE  
PROPOSAL EVALUATION**

3.1 PROPOSAL EVALUATION PROCEDURE

The Indiana Department of Child Services has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Indiana Department of Child Services for further action, such as contract negotiations. If, however, the Indiana Department of Child Services decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, Indiana Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (a minimum of 95 points). Points earned from DCS’s review will be combined with IDOA requirement review for a final maximum score of 100 total points. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

*Summary of Evaluation Criteria:*

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail

2. Provider Narrative	<b>10 available points</b>
3. Service Narrative	<b>60 available points</b>
4. Budget	<b>25 available points</b>
<b>Total Minimum Score</b>	<b>95</b>

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 through Criteria 4 ONLY. This scoring will have a maximum possible score of 95 points with a potential of 5 bonus points if certain criteria are met. All proposals will be ranked on the basis of their combined scores for Criteria 2 through 4 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc. focused on cost and other proposal elements. Step 2 may include additional “short lists”.

Step 3

The short-listed proposals will then be sent to IDOA for final evaluation based on IDOA’s requirements.

The section below describes the different evaluation criteria.

- 3.2.1 Adherence to Requirements – Pass/Fail  
Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

**The following 3 categories cannot exceed 95 points.**

- 3.2.2 Provider Narrative 10 available points
- 3.2.3 Service Narrative 60 available points
- 3.2.3 Budget 25 available points

**The following 4 Categories will be reviewed by IDOA**

3.2.4 Buy Indiana Initiative defined in Section 2.7.

3.2.5 Minority & Women's Business Subcontractor Commitment defined in Section 1.21.

3.2.6 Indiana Veteran Owned Small Business Subcontractor Commitment Section 1.22.

The Department of Child Services designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of DCS. The exercise of this discretion will be final. The department reserves the right to contract with multiple Respondents for the same services within the same region.

**SECTION FOUR  
RFP ATTACHMENTS**

	<b>Attachment</b>	<b>Description</b>
A	Indiana Youth Advisory Board Service Standards	DCS Older Youth Initiatives document describing how IYAB services are to be administered, the eligibility requirements and how services are to be managed.
B.	Budget Template	Budget Template for IYAB services
C.	Provider Narrative	Use template to answer questions. One per proposal
D.	Service Narrative	Use template to answer questions. One per proposal
E	Principals of Child Welfare Services	For your information. A signed application certifies agreement to adhere to the Principals of Child Welfare Services
F.	Assurances	For your information. A signed application certifies the Assurances
G.	Sample Contract	<b>Sample only</b> of DCS Indiana Youth Advisory Board contract agreement
H.	Exhibit 1	Certification of completion of required criminal and background checks
I	Federal Selected Disallowed Expenses	For your information. Expenses that are not allowed.
J.	IYAB Census	For your information. IYAB youth members and participants.
K.	Research on Older Youth in Foster Care	For your information. Services as practice guidance for providers who serve older foster youth.
L.	IYAB Q & A Template	Provider must officially submit all question pertaining to the RFP on this template
1	Attachment IDOA 1 Requirement	IDOA Requirement
2	Attachment IDOA 2	Indiana Economic Impact Form
3	Attachment IDOA 3	Minority & Women Business Enterprises
4	Attachment IDOA 4	Veteran Owned Small Business